

## II.H. Instructions for Submitting Completed Application Packets

All application packets that were not submitted prior to the early review deadline must be submitted to the ADA electronically on-line using the following process:

- Step 1 - Download the Application Packet files.
- Step 2 - Complete the Application Packet files.
- Step 3 - Submit the Application Packet files.

To complete the steps above, your computer system must have the following:

- Internet access
- Microsoft Word
- Adobe Acrobat Reader

If you have technical difficulties during this process, please contact us during regular business hours. See Section II.F.

1. Access the SCBGP private solicitation web page at:

[http://gn.ecivis.com/GO/gn\\_redir/T/11wri8b8siil](http://gn.ecivis.com/GO/gn_redir/T/11wri8b8siil)

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:

Arizona  
Specialty Crop Block Grant Program - 2016

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Overview **Eligibility** Financial Contact Files

ID: SCBGP-FB16

Title: Specialty Crop Block Grant Program - 2016

Application Start Date: 03/03/2016

Application End Date: 04/17/2016


CFDA: 10.170

Reference URL: <http://searchagriculture.az.gov/act/grantopportunities.asp>

**Summary:**

The purpose of this program is solely to enhance the competitiveness of specialty crops in Arizona. For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).


The Specialty Crops Competitiveness Act of 2004 authorized the United States Department of Agriculture (USDA) to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004. Under the amended Act, the Secretary of Agriculture is directed to make grants to States for each of the fiscal years 2008 through 2012 to be used by State departments of agriculture to enhance the competitiveness of specialty crops. The American Taxpayer Relief Act of 2012 provided funding for fiscal year 2013 and section 10010 of the Agricultural Act of 2014, Public Law 113-79 will provide funding for fiscal years 2014 through 2018.



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## Arizona

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**Eligible Applicants:**

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

**Eligibility Notes:**

State and/or local organizations, government entities, producer associations, academia, community based organizations, and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Regional or multistate projects may be considered by ADA. SCBGP-FB grant funds will be awarded for projects of up to 2 years duration. An entity may submit more than one application packet, but only if the application packets are for completely different projects. If submitting multiple project application packets, please prioritize your submissions.

To be eligible for a grant, the project(s) must solely enhance the competitiveness of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets. Projects must also benefit more than one commercial product (e.g., ABC Company brand), organization or individual.


AMS SCBGP will not award grant funds for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. In addition, recipients and subrecipients cannot use grant funds to compete unfairly with private companies that provide equivalent products or services. Single organizations, institutions, and individuals are encouraged to participate as project partners.



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**Financial**

|                            |                 |                       |
|----------------------------|-----------------|-----------------------|
| <b>Funds Available:</b>    | \$0.00<br>(min) | \$840,000.00<br>(max) |
| <b>Award Amount:</b>       | N/A<br>(min)    | N/A<br>(max)          |
| <b>Number of Awards:</b>   | N/A             |                       |
| <b>Average Award Size:</b> | N/A             |                       |
| <b>Matching Required:</b>  | Recommended     |                       |
| <b>Matching Type:</b>      | Cash/In-Kind    |                       |

**Financial Notes:**

ADA plans to award multiple grants from these funds for the fiscal year 2016 grant cycle. ADA may place a per applicant cap on grant awards. USDA, however, as the funding source, has the final approval over grant projects. Thus, while ADA's Director makes the preliminary decisions based on ADA staff review and recommendations from a review panel of industry representatives, USDA will make the final decision concerning grant awards.


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**Agency/Department:** AHA - Agricultural Consultation and Training

**Office:** Sepcialty Crop Block Grant Program

**Program Contact:** Lisa James or Ashley Estes (Worthington)  
Program Coordinators

**Application Address:** All applications must be submitted on-line.

**Contact Notes:**


Lisa James or Ashley Estes (Worthington)  
Program Coordinators  
Arizona Department of Agriculture  
1688 West Adams Street  
Phoenix, Arizona 85007

Phone: 602-542-3262 or 602-542-0972

Email: [james@azda.gov](mailto:james@azda.gov) or [aestes@azda.gov](mailto:aestes@azda.gov)


Toll Free: 800-294-0308  
Fax: 602-364-0830

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## Arizona


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**Files:**

**Grant Manual:**  SCBGP-FB 2016 Grant Manual 030716 Reduced (1.2 Mb)

**Application Cover Sheet:**  Appendix B - Application Cover Sheet - 030316 (946.4 Kb)

**Project Profile Template:**  Appendix C - Project Profile Template (64.8 Kb)

**File Notes:**

For instructions on downloading the application files, please visit our website at: <http://searchagriculture.az.gov/act/grantopportunities.aspx>



Please take the time to read the grant manual carefully and follow all given instructions. Incomplete applications, applications that include support letters or documentation, or applications that exceed the given page limits shall be deemed ineligible. You are strongly encouraged to communicate with industry representatives or stakeholders that may be affected by your grant application so that they are aware of your efforts.

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At the Files tab, download and save each of the files to your computer:

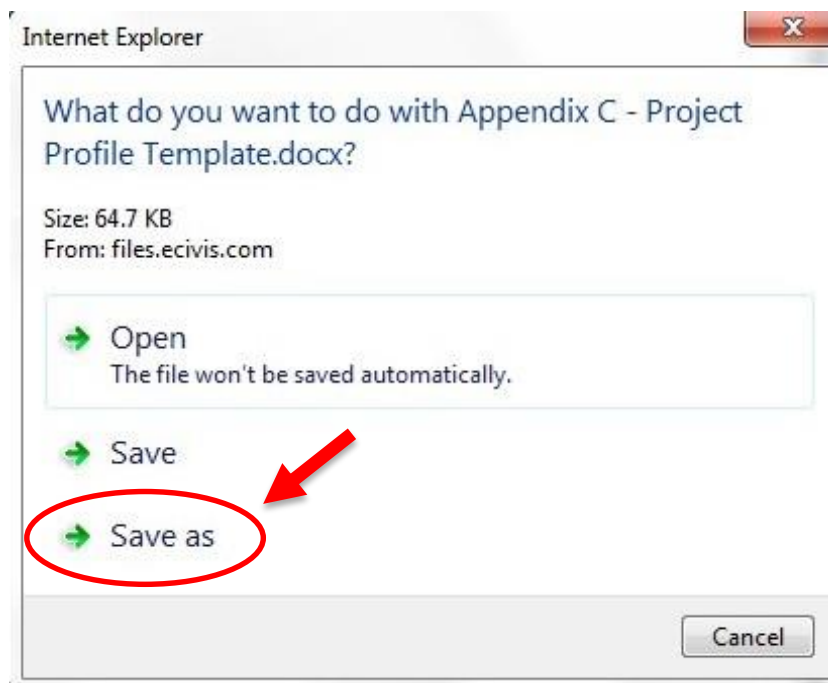
**Note: These are general instructions based on the use of Windows 7 Professional as the operating system and Internet Explorer as the browser. The use of a different operating system and/or a browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading files to your computer.**

Download and save the  PDF files using the following steps:

- Click on the file link to open the file.
- Click on “File” in the upper left menu bar.
- Click on “Save As” in the drop down menu.
- Name the file and save it to a location on your computer that you can access later.
- Use the  back button to go back to the main page and then the Files tab. DO NOT CLOSE THE FILE USING THE  OR YOU WILL CLOSE YOUR BROWSER.

Download and save the  Word file using the following steps:

- Click on the file link to open the dialog box.
- Click on “Save As” in the dialog box.



- Name the file and save it to a location on your computer that you can access later.

2. Prepare the application packet files off-line (see Sections II. A. B. and C.):
  - a. **Application Cover Sheet in PDF format** – Must be completed in fillable PDF form, printed, signed and scanned into a new PDF document. Not more than ONE page. Project Title not more than SIX words.
  - b. **Project Profile in Word format** – Must be completed in Microsoft Word SCBGP Project Profile Template. Not more than FIFTEEN pages total.
3. When the application packet files are complete, use the following steps to submit the application packet on-line:
  - a. **If you are submitting more than one application packet, follow the steps below for each application packet. Use the “Notes” field in Step k. to prioritize your application packets.**
  - b. Return to the SCBGP private solicitation web page at:  
[http://gn.ecivis.com/GO/gn\\_redir/T/11wri8b8siil](http://gn.ecivis.com/GO/gn_redir/T/11wri8b8siil)
  - c. Click on the “Apply” button.

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Overview | Eligibility | Financial | Contact | Files

|                         |   |
|-------------------------|---|
| ID:                     | SCBGP-FB16  |
| Title:                  | Specialty Crop Block Grant Program - 2016   |
| Application Start Date: | 03/03/2016  |
| Application End Date:   | 04/17/2016  |
| CFDA:                   | 10.170  |
| Reference URL:          | <a href="http://searchagriculture.az.gov/act/grantopportunities.asp">http://searchagriculture.az.gov/act/grantopportunities.asp</a> |

**Summary:**

The purpose of this program is solely to enhance the competitiveness of specialty crops in Arizona. For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).

The Specialty Crops Competitiveness Act of 2004 authorized the United States Department of Agriculture (USDA) to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004. Under the amended Act, the Secretary of Agriculture is directed to make grants to States for each of the fiscal years 2008 through 2012 to be used by State departments of agriculture to enhance the competitiveness of specialty crops. The American Taxpayer Relief Act of 2012 provided funding for fiscal year 2013 and section 10010 of the Agricultural Act of 2014, Public Law 113-79 will provide funding for fiscal years 2014 through 2018.



- d. Enter the required information (indicated by the red \*) in the “Organization Name”, “Applicant Name” and “Applicant E-mail Address” fields.

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**Submit Application Details**

Organization Name: \* ABC Company

Applicant Name: \* Jane Doe

Applicant Email Address: \* ABC123@XXXX.com

Application File: \* No files currently attached.

Notes:   
1500 Characters Left

Submit

- e. Click on the green plus sign next to “Application File”.

Arizona  
Specialty Crop Block Grant Program - 2016

**Submit Application Details**

Organization Name: \* ABC Company

Applicant Name: \* Jane Doe

Applicant Email Address: \* ABC123@XXXX.com

Application File: \* No files currently attached.

Notes:   
1500 Characters Left

Submit

- f. Click on the “Browse” button and find the completed “Application Cover Sheet” PDF file on your computer and double click the file.

The screenshot shows the eCIVIS Arizona Specialty Crop Block Grant Program - 2016 application page. A modal window titled "Add File Attachment" is open, prompting the user to select a file for upload. The modal contains a text input field, a "Browse..." button (highlighted with a red arrow), and "Upload" and "Cancel" buttons. The background form shows the following details:

- Organization Name: \* ABC Company
- Applicant Name: \* Jane Doe
- Applicant Email Address: \* ABC123@XXX.com
- Application File: \* No files currently attached.
- Notes: (1500 Characters Left)

At the bottom of the form is a "Submit" button.

- g. Click on the “Upload” button.

The screenshot shows the eCIVIS Arizona Specialty Crop Block Grant Program - 2016 application page. A modal window titled "Add File Attachment" is open, showing the file path "C:\Users\james\Desktop\" in the text input field. A red arrow points to the "Upload" button. The background form shows the following details:

- Organization Name: \* ABC Company
- Applicant Name: \* Jane Doe
- Applicant Email Address: \* ABC123@XXX.com
- Application File: \* No files currently attached.
- Notes: (1500 Characters Left)

At the bottom of the form is a "Submit" button.

h. Look for the “Success Notification” and the file name listed on the screen.

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**Submit Application Details**

Organization Name: \* ABC Company

Applicant Name: \* Jane Doe

Applicant Email Address: \* ABC123@XXX.com

Application File: \* Appendix B - Application Cover Sheet - 030316.pdf

Notes: 1500 Characters Left

Submit

**Success Notification**  
The file attachment was uploaded successfully.

i. Repeat steps d. through h. for the “Project Profile” Word file.

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**Submit Application Details**

Organization Name: \* ABC Company

Applicant Name: \* Jane Doe

Applicant Email Address: \* ABC123@XXX.com

Application File: \* Appendix B - Application Cover Sheet - 030316.pdf  
Appendix C - Project Profile Template.docx

Notes: 1500 Characters Left

Submit

**Success Notification**  
The file attachment was uploaded successfully.



- j. The following files must be attached and appear on the application screen. **Only the following files** should be attached, **attaching additional or incorrect files\* could deem your application ineligible:**

**Application Cover Sheet in PDF format** – Must be completed in fillable PDF form, printed, signed and scanned into a new PDF document. Not more than ONE page. Project Title not more than SIX words.

**Project Profile in Word format** – Must be completed in Microsoft Word SCBGP Project Profile Template. Not more than FIFTEEN pages total.

**\*The on-line application system will not alert you if you have attached additional or incorrect files.**

- k. Use the optional “Notes” field to add additional information (up to 1,500 characters) if necessary. For example, if you are submitting more than one application you can use this field to indicate the priority of the application. See Section I.G.

The screenshot shows the eCIVIS application system interface. At the top, there is a blue header with the eCIVIS logo and a 'Home' button. Below the header, the Arizona state seal is displayed next to the text 'Arizona' and 'Specialty Crop Block Grant Program - 2016'. A green success notification box on the right states: 'Success Notification: The file attachment was uploaded successfully.' The main section is titled 'Submit Application Details' and contains several input fields: 'Organization Name' (filled with 'ABC Company'), 'Applicant Name' (filled with 'Jane Doe'), 'Applicant Email Address' (filled with 'ABC123@XXXX.com'), and 'Application File' (filled with 'Appendix B - Application Cover Sheet - 030316.pdf' and 'Appendix C - Project Profile Template.docx'). Below these fields is a 'Notes' field, which is currently empty. A red arrow points to the 'Notes' field. At the bottom left of the form, there is a 'Submit' button. Below the 'Notes' field, it says '1500 Characters Left'.

- l. When you have confirmed that all required information is on the screen. Click on the “Submit” button. The Application Packet must be submitted prior to 11:59:59 p.m. (MST) on April 18<sup>th</sup>.

The screenshot shows the eCIVIS interface for the Arizona Specialty Crop Block Grant Program - 2016. The header includes the eCIVIS logo and a 'Home' button. The main content area features the Arizona state seal and the program title. A 'Submit Application Details' form is displayed with the following fields:

- Organization Name: \* ABC Company
- Applicant Name: \* Jane Doe
- Applicant Email Address: \* ABC123@XXXX.com
- Application File: \* Appendix B - Application Cover Sheet - 030316.pdf, Appendix C - Project Profile Template.docx
- Notes: (1500 Characters Left)

A red arrow points to the 'Submit' button at the bottom left of the form.

- m. Look for the notification below and print this screen for your records.

The screenshot shows the eCIVIS interface after successful submission. The header and program title remain the same. The 'Submit Application Details' section now displays a success notification, which is circled in red:

The application has been submitted successfully on Friday March 04, 2016 10:18:17 AM MST

The footer includes links for 'Grants Network Home' and 'License Agreement', and a copyright notice for 2016 eCivis, Inc.

**You will also receive a confirmation e-mail directly from eCivis. If you do not receive a confirmation e-mail please contact us. See Section II.F.**

Remember, ADA's Agricultural Consultation and Training Program (ACT) must receive completed application packets no later than **11:59:59 p.m. (MST) on Monday, April 18<sup>th</sup>**.

Grant applications submitted by the April 18 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on April 19 at 1688 West Adams Street, Phoenix, Arizona.